

Assistant Caregiver NICE Daycare Program

Job Goal: Provide care, activities and support for children in our NICE Daycare Program in accordance with childcare best practices.

- I. Qualifications:**
 - A. 21 years of age
 - B. Meet one of the following criteria
 - 1. Bachelor's degree or higher in a child-related field
 - 2. Associate's degree in a child-related field and 240 hours of documented related experience
 - 3. High school diploma or GED and 480 hours of documented related experience
 - C. CPR, First Aid and blood borne pathogen training
- II. Status:** Exempt; 9-months, Monday-Friday (7:45am – 3:45pm)
- III. Compensation and Benefits:** Hourly rate negotiable based on education and experience
- IV. Reports To:** Head Caregiver, Building Principal and District Superintendent
- V. Performance Responsibilities:**
 - A. Assist in taking excellent care of our program's children
 - B. Assist in overseeing the day-to-day operations of the NICE Daycare Program
 - C. Assist in ensuring that the program adheres to all childcare best practices
 - D. Assist in planning and administering activities
 - E. Assist with the registration process and paperwork
 - F. Assist in maintaining documentation for the NICE Daycare Program
 - G. Other duties as assigned as they relate to the NICE Daycare Program

Last Updated: Spring 2021